



Superintendent, Staff Development and Wellness

Paramedic Service, City of Kawartha Lakes

The City of Kawartha Lakes is located on the Trent Severn Waterway in central Ontario, the City of Kawartha Lakes offers a unique mix of urban, rural and waterfront living to its growing population of 75,000. The City is a progressive, forward-thinking community with a positive business environment and a thriving artistic community. Recognized as a prime tourist area for its year-round leisure opportunities, Kawartha Lakes is rich in culture and heritage, a strong agricultural community, and abundant in all the amenities being sought by residents and visitors alike.

The Paramedic Service department is seeking a leader to fill a new permanent full-time Superintendent, Staff Development and Wellness position. Under the direction of the Deputy Chief, Professional Standards, this position provides leadership to all team members including the responsibility for staff development through the management and delivery of paramedic education including documentation of all legislative requirements. Acts as the Paramedic Service liaison for the Infection Control Program and Health and Safety initiatives. Guides onboarding and promotes wellness and attendance supports.

Essential Duties of Position

- Lead and manage paramedic staff development through the delivery of educational initiatives; provide opportunity for paramedics to leverage and maximize their learning goals
- Identify and evaluate training gaps, develop customized programs to optimize out of hospital patient care
- Train paramedics on organizational policies, program directives and procedures; ensure compliance
- Collaborate on bi-annual training with Base Hospital
- Develop and promote Health and Safety programs to encourage the health, safety, resiliency and well-being of staff, mitigating risk of occupational stress injury
- Act as Co-Chair of the Joint Health and Safety Committee
- Monitor inspection reporting, manage corrective actions in accordance with the Occupational Health and Safety Act
- Lead the Infection Prevention and Control (IPAC) program; liaise with Public Health to document process and education protocols to enhance infection control practices and reduce risk of infectious disease transmission
- Coordinate the department wellness program; track attendance, interview employees, monitor and guide program support
- Design and manage return to work processes, ensuring successful and supportive re-integration of the paramedic
- Recruit and onboard new paramedics in conjunction with the management team
- Maintain management team communications by means of the log system and/or other communication methods as appropriate
- Perform other related duties as assigned

Skills/Education Required

- Post-secondary diploma in Paramedicine or Health Sciences or related field

- Minimum 4 years of related progressive experience, preferably in a municipal environment
- Certified as an Advanced Care Paramedic
- Knowledge of City policies and legislation including the Ambulance Act, Occupational Health & Safety Act, Personal Health Information Protection Act (PHIPA), Municipal Freedom of Information and Protection Act (MFIPPA), Mandatory Blood Testing Act and Ministry of Health Emergency Health Services standards
- Knowledge of adult learning principles
- Experience working with infection prevention, control and quality control systems
- Strong leadership skills together with the ability to motivate staff, along with the ability to improve divisional effectiveness and efficiency
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation and local policies and procedures
- Ability to work independently with minimal supervision, demonstrated time management skills and the ability to prioritize work and meet deadlines
- Strong interpersonal, written and oral communication skills to initiate and maintain collaborative working relationships with internal and external clients
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class "F" Driver's Licence
- Upon a conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search, will be required

Salary: \$86,968 - \$101,740 annual (commensurate with experience and qualifications)

Interested applicants are encouraged to apply on or before April 25, 2021 through the Careers page on our website: <https://www.kawarthalakes.ca>

We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.